

DEPARTMENT OF TRANSPORTATION  
FISCAL SECTION  
EXTERNAL AUDIT BRANCH  
SINGLE AUDIT COMPLIANCE UNIT

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**SINGLE AUDIT COMPLIANCE UNIT**

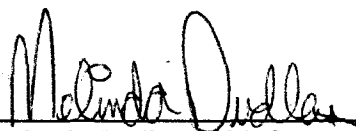
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The

**SINGLE AUDIT COMPLIANCE UNIT**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

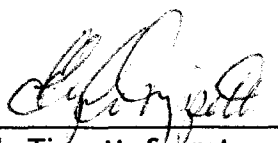
  
Melinda Dudley, Chief Records Officer  
Department of Transportation

  
Wayne Rogers, Manager  
Single Audit Compliance Unit

  
Bruce Dillard, Director  
External Audit Branch

  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
Lyndo Tippet, Secretary  
Department of Transportation

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

March 22, 2004

LDR

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**Item 3140. POWELL BILL ELIGIBILITY FILE.** Certified statements, maps, reports, and correspondence concerning cities attesting to the extent of their eligibility for participation in the Powell Bill Fund. File includes "Certified Statement" submitted annually by the Department of Transportation to municipalities to be completed and returned certifying to the election of officials and showing mileage of hard surface and unsurfaced streets; certified "City Street System Map" showing city streets as opposed to state maintained streets within city limits along with map showing state system roads within city; a "Report on Powell Bill Funds" submitted at the end of each fiscal year showing balance of funds and summary of expenditures; a "Map Examination Sheet;" a review of city map for verification of required statements and maps. File also includes copies of Powell Bill Allocation Reports and Powell Bill Expenditures Reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

**Item 23401. MUNICIPAL FINANCE FILE.** Annual municipal fiscal data reports filled out by municipalities showing payments to date, capital outlay, street equipment, maintenance, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 23402. MUNICIPAL LOCAL ROAD FINANCE DATA FILE.** Annual listings of disbursements on the state system, capital outlay, maintenance, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 23406. POWELL BILL ALLOCATION REPORTS FILE.** Reports prepared by the Planning and Environmental Branch since enactment of Powell Bill legislation entitled "North Carolina State Street-Aid Allocations to Municipalities." Reports show city or town, county, division, population, census, population increment, certified non-system miles, mileage increment, and total allocation. (File is used as reference to allocations for statistical purposes.)

DISPOSITION INSTRUCTIONS: Transfer copy of published report to Powell Bill Eligibility File (Item 3140). Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies when reference value ends.

**Item 23407. POWELL BILL EXPENDITURE REPORTS FILE.** Copies of "Municipal Expenditures from State Street-Aid Allocation," a report prepared by the Planning and Environmental Branch showing total expenditures from State Street-Aid funds for fiscal year. (File is used as reference to expenditures of funds allocated through the Powell Bill.)

DISPOSITION INSTRUCTIONS: Records transferred to Powell Bill Eligibility File (Item 3140).